

DEPARTMENT OF NATURAL RESOURCES

INFORMATION TECHNOLOGY

POLICY NO: 3

EFFECTIVE DATE: March 1, 2000

SUBJECT: Acquisition of Data Processing and
GIS Equipment & Software

AUTHORIZATION: R.S. 36:354

I. POLICY:

It is the policy of the Department of Natural Resources that all data processing and geographical information system equipment including GPS (global positioning system) and all software purchased in the Department will comply with the guidelines established by the Division of Information Technology.

II. PURPOSE:

This policy is established to enable Division of Information Technology to maintain enterprise wide standards and ensure that adequate support and maintenance is provided.

III. APPLICABILITY:

This policy will apply to all Offices within the Department of Natural Resources.

IV. PROCEDURES:

1. All data processing equipment and geographical information system equipment including GPS (global positioning system) and all software purchases must be processed by the Office of Management and Finance Purchasing Division.
2. Prior to processing, all data processing and geographical information system equipment including GPS (global positioning system) and all software purchases must be reviewed and approved by the Department's Director of Information Technology.
3. The Director of Information Technology will review the request to assure compatibility, standards and availability of adequate support and maintenance and suggest changes or improvement, if needed.

V. RESPONSIBILITY:

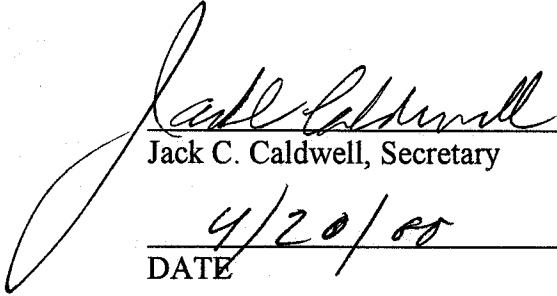
It is the responsibility of each Assistant Secretary or his designee to assure compliance with this policy.

VI. EXCLUSIONS:

There will be no exclusions to this policy.

VII. QUESTIONS:

Questions regarding this policy should be forwarded to the Undersecretary or the Director of Information Technology.



Jack C. Caldwell, Secretary

4/20/00

DATE